Grade Appeal Process

Per university policy, student grade appeals must be processed in the regular semester immediately following the issuance of the final grade in dispute (by commencement for fall or spring) regardless of whether the student is enrolled at the university.

It is university policy that students filing grievances and those who are witnesses are protected from retaliation. Students who believe they are victims of retaliation should immediately contact the College of Health Solutions.

Questions regarding the grade appeal process should be directed to the Executive Director of Student Success.

Step 1

The student must contact the instructor to state the reason(s) for questioning the grade received and to provide any evidence that the grade received was not given in good faith. The instructor must review the matter, explain the grading procedure used, and show how the grade in question was determined.

If resolved, the process ends here. If unresolved, the student initiates step 2.

Step 2

The student completes the Grade Appeal Form and submits it to the Degree/Program Director for review. If the instructor is the Degree/Program Director, undergraduate students should submit their appeal to the Assistant Dean of Undergraduate Education, and graduate students submit their appeal to the Assistant Dean of Graduate Education.

After receiving the Grade Appeal Form, the Degree/Program Director notifies the instructor and requests a response to the appeal. The instructor provides a written response to the Degree/Program Director within 10 business days. After review of the materials, the Degree/Program Director reports their decision to the student and instructor.

If resolved, the process ends here. If unresolved, the student initiates step 3 within 10 business days.

Step 3

The student has 10 business days from receipt of the Degree/Program Director’s decision to email the Executive Director of Student Success with their intent to pursue the grade appeal. The Executive Director contacts the student and instructor to request all materials related to the grade appeal, including the Grade Appeal Form; syllabus; exams, quizzes, or assignments relevant to the appeal; and student/instructor interactions (e.g., email messages). Materials must be received within 10 business days of request.

A hearing is scheduled before the College of Health Solutions Academic Standards and Grievance Committee. After the hearing, the committee deliberates and sends a recommendation to the Dean within 5 business days. The Dean reviews the committee recommendation and writes a letter giving her final disposition, which is distributed to the student, instructor, and committee.